



## How Do I Register with the NC E-Procurement Service as a Sole Proprietor or an Individual?

All businesses can register to do business with the State of North Carolina by entering an electronic registration form at <http://vendor.ncgov.com>.

**NC E-Procurement**  
@your service

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### Statewide Vendor Registration

#### Vendor Registration

Welcome to the State of North Carolina's Vendor Registration Website.

If you have received your username in the mail, or have previously logged in, please enter your Username and Password in the "Vendor Login" box.

Otherwise, please enter your Vendor Name and Federal Tax ID Number in the "New Vendor Registration" box. Your Federal Tax ID should be entered without spaces or dashes.

**Vendor Login**  
**Username:**   
**Password:**   
  
[Forgot Username/Password?](#)

**New Vendor Registration**  
**Vendor Name:**   
**Federal Tax ID Number:**   
**Re-enter Federal Tax ID:**

**PLEASE NOTE:** If you want to receive electronic notification of solicitation notices you must also register in Vendor Link:  
Click here: <http://www.ips.state.nc.us/ips/vendor/vndpubmain.asp>.

☒ **Required Information**  
☒ Username/Password  
☒ Main Contact  
☒ Company Information  
☐ HUB Categories  
☐ Locations/Contacts  
☐ Commodity Selection  
☐ Construction Codes  
☐ eQuote  
☐ Terms of Use  
☐ VendorLink  
☒ Registration Summary

### General Vendor Information

Please answer some basic questions about your organization. After you have completed the General Company Information, Tax Information and Individual Business Characteristics for your Company, click Save to proceed with your registration.

Fields in **bold** are required.

**Vendor Name**

Arriba Network ID (if applicable)  
If you have registered on the Arriba Commerce Services Network, enter your Arriba Network ID. For an explanation of Arriba's services, please go to [www.ariba.com](http://www.ariba.com).

**Dun and Bradstreet Number** (if applicable)  
No dashes or other punctuation. Example: 322342535

What is the address of your company's website?  
If your company has a website enter the address here. Example: <http://www.example.com>

### Tax Information

**Federal Tax ID Number**

**Name that appears on 1099 form**  
(if different from above)

Do you **factor your receivables** to an external third party?  
☐ Yes ☒ No



**Individual and Business Characteristics**

Check all that apply.

- ☐ Corporation
- ☐ Individual
- ☐ Partnership
- ☒ Sole Proprietorship
- ☐ Medical/Health Corporation
- ☐ Sub-Chapter S Corporation

**Is your business Not for Profit?**

☒ No ☐ Yes

Is your business any of the following:  
Check all that apply

- ☐ A Small Business
- ☐ Disabled Business Enterprise
- ☐ Non Profit Work Center for the blind and severely disabled

Which of the following characteristics, if any, describe the owner(s) of your business:

Owner: person who owns at least 51% of the business, or stock in the case of a corporation, and controls the management and daily operations of the business.

Check all that apply.

- ☐ African American (Black)
- ☐ Asian American (including Pacific Islander)
- ☐ Hispanic/Latino American (Mexican, Caribbean Islander, Central or South American, other Portuguese or Spanish origin)

Under the **'Individual and Business Characteristics'** section, check the box next to **'Individual'** and, if appropriate, also check the box next to **'Sole Proprietorship.'** Please **DO NOT** check the boxes next to small business, disabled business, and non-profit work center.

**Note:** **'Individual'** **MUST** be selected when registering with a Social Security Number.

## Frequently Asked Questions

### Who would register as a sole proprietorship?

A sole proprietorship is an unincorporated business that is owned by one individual. It is the simplest form of business organization to start and maintain. The business has no existence apart from you, the owner. Its liabilities are your personal liabilities and you undertake the risks of the business for all assets owned, whether used in the business or personally owned. You would register as an individual if you are a Sole Proprietor who does business under your own legal name, instead of a company name.

### What is the name on my 1099 form?

For individuals and sole proprietors, the name that appears on the 1099 form is the name of the owner of the company as it appears on tax forms filed with the Internal Revenue Service (IRS).

### What number can I call if I need help with my registration?

Please contact customer service at 888-211-7440, Option 2 for more information or if you need help completing your registration. Agents are available Monday through Friday, 7:30 a.m. – 5:00 p.m. EST.